



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** DOMEX Program Manager

**Position Number:** 23534

**Position Grade:** GS-15

**Salary Range:** \$148,484 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 06/23/2022 – 07/08/2022

**Position Type:** Staff Reserve (time-limited), Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/NCTC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal or external candidate to fill a GS-15 staff reserve position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre employees at the same grade as the advertised position grade may apply.



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- Current Federal Government employees at the same grade as the advertised position grade may apply.
- Current ODNI Staff Reserve employees. (A staff reserve employee who currently occupies this position may not apply.)
- Candidates outside the Federal Government.
- For a detailee assignment:
  - Current Federal Government employees at the same grade as the advertised position grade may apply.

**\*\*\*THIS IS A STAFF RESERVE TERM-LIMITED POSITION\*\*\***

Staff reserve appointments are term-limited appointments of one year, with a possible renewal of up to one year not to exceed a cumulative total of two years of service.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

Manage, lead, and develop dynamic and long-term planning efforts for the DOMEX program. Work with the management group to set and implement a vision for evolving a comprehensive DOMEX capability for NCTC that utilizes seized documents and media obtained by elements of the IC and DoD. Serve as the subject matter expert (SME) on Sensitive Site Exploitation, Collected Enemy Materials, and otherwise acquired exploitable media.

Manage and assess the status of assigned DOMEX projects on a continuous basis, to include resource management and contractor support, and ensure that all resources are aligned with mission priorities. Drive DOMEX program



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development and assign exploitation priorities for DOMEX analysts to enable effective DOMEX integration into NCTC analytic production.

Recruit, develop, and retain a diverse and highly qualified DOMEX analytic workforce. Ensure personnel are appropriately challenged, rewarded, and given the support, tools, training and opportunities they need to develop and succeed. Cultivate an inclusive environment that fosters the development of all officers to their full potential. Clearly communicate expectations and provide subordinate managers and analysts and support personnel with timely and candid assessments of their strengths and developmental needs.

Develop and sustain partnerships with both internal and external customers and stakeholders, providing tailored analytic support, as needed. Interact with DOMEX owners, producers, and consumers to improve discovery and use of DOMEX derived information. Explore emerging technologies and other means to help automate discovery and access to relevant information in disparate DOMEX datasets.

Facilitate access to Community exploitation resources, arrange DOMEX related training sessions, answer ad-hoc requirements, produce programmatic documentation, and interact with the relevant DOMEX units at IC and DoD agencies, and the National Media Exploitation Center on a regular basis. Server as NCTC's main interlocutor at various interagency DOMEX meeting to advocate for NCTC's DOMEX priorities and needs.

Lead and direct teams in or more areas of analytic expertise\* in substantive analytic and management operations; plan, coordinate, and oversee work in a manner consistent with fulfilling organizational directives and accomplishing mission goals.

Actively participate in corporate activities to advance the Center's DOMEX goals and help pioneer exploitation activities to provide relevant analytic, geospatial, and technical reporting of DOMEX. Drive the DI's conceptualization of complex DOMEX technical intelligence discoveries and help create and author timely and relevant DOMEX driven products.

Set priorities and drive programs to ensure senior Office of the Director of National Intelligence (ODNI) officials are prepared for policy meetings throughout the Intelligence Community (IC) and US Government (USG).

## **Mandatory and Educational Requirements**

Superior ability to effectively plan and lead the development of high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific regional area and/or functional issue for IC consumers and policymakers at the highest levels of government.

Demonstrated success as a DOMEX Program Manager, Media Exploitation Officer, or Senior Technical Targeting Officer.

Demonstrated ability to work well across organizational lines, breaking down stovepipes, and collaborating and communicating effectively across functional and geographic lines, as well as up, down, and across organizations.

Proven ability to develop and sustain an inclusive environment; ability to clearly define and articulate mission objectives and hold subordinates accountable for results.

Demonstrated interpersonal skills and ability to build consensus, work effectively and independently, and influence key stakeholders to build a broad coalition promoting an interagency and national approach to terrorism and counterterrorism.



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Demonstrated ability to plan strategically, analyze, and assesses programmatic initiatives, and report trends impacting mission objectives.

Expert knowledge of technical targeting, DOMEX exploitation and tools used to maximize use of exploitable materials.

Expert ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development.

Demonstrated familiarity with data science/data analysis principles and current inter-agency programs and strategic governmental initiatives/academic research within the field.

Demonstrated knowledge of resource management principles and applications.

Exceptional oral and written communications skills.

Exceptional critical thinking skills, including an ability to think strategically.

Experience taking a corporate approach.

## Desired Requirements

Work Experience with the National Media Exploitation Center (NMEC), the Joint Special Operations Command (JSOC), or other USIC agencies handling DOMEX.

Joint duty experience.

Extensive knowledge of the NCTC and the counterterrorism community.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-



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TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

### A complete application must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

### CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.



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**Applicants from federal agencies outside the IC must provide:**

**WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888

**What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

**Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.





## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules